



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 14**

**OPEN TO:** All Qualified Candidates

**POSITION:** Information Assistant, FSN – 8; FP- 6

**OPENING DATE:** March 13, 2007

**CLOSING DATE:** March 27, 2007 (before 4:30 p.m.)

**WORK HOURS:** Full-time; 40 Hours/5 days per week

**NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of Information Assistant in the Information Media Unit, Public Affairs Section.

**BASIC FUNCTION:** Incumbent plans and implements major media programs within the framework of Mission Performance Plan (MPP) goals and objectives. Responsible for selecting, adapting and translating materials. Prepares a daily summary of important topics from Bangla papers. Assumes charge of the press operations in the absence of the Information Specialist.



## MAJOR DUTIES AND RESPONSIBILITIES:

✚ Work closely with the Information specialist to plan and implement major media programs. Assume sole responsibility of some programs. Write articles on USAID projects. Work with distribution section to ensure timely printing and distribution of press releases.


✚ Review the Bangla press daily. Select, edit and translate items of likely interest to American supervisors, senior Mission officers and/or Washington bureaus. In alternate weeks, prepare the daily media reaction report.

✚ Maintain personal contacts with senior editors, reporters, writers and government officials. Accompany Public Affairs Officer (PAO)/Assistant Public Affairs Officer (APAO) in their meetings with editors and government officials. Arrange exclusive newspaper interviews of USG officials' and organize press conferences. Provide information in answer to queries from local press.

## QUALIFICATIONS REQUIRED:

1. **Education:** Minimum of a three year Bachelor's degree in liberal arts, Journalism, International Relations or related field. Specialized training in press and publications, writing, radio, or TV.
2. **Language Proficiency:** Level IV (Fluent) in both spoken and written English and Bangla. English language proficiency will be tested at the time of selection.
3. **Prior Work Experience:** 3 to 5 years of progressively responsible experience in communications as journalist, writer, or radio broadcaster or in a position that requires substantial translation.
4. **Knowledge:** Good general knowledge of the local political, economic, social, and educational structure, institutions, political parties, and of key figures in the mass media, the professions, government, and business circles. Thorough knowledge of public affairs programs and media techniques.
5. **Skills and Abilities:**
  - ✚ Ability to develop and maintain extensive high and working level contacts among the media and government officials.
  - ✚ Ability to plan and implement programs with little or no supervision.



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- ✚ Ability to advice on the selection and release of informational materials.
  - ✚ Creative ability and imagination in planning, researching, writing, and producing of informational materials and programs.
  - ✚ Good computer skills.

### **SELECTION PROCESS:**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.

### **TO APPLY:**

Interested candidates are requested to submit the following:

1. **Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope or FAX at 9887825. Blank application forms are available at **Gate-1 (Reception booth)** and in the Human Resources Office, Ext. 2521. A copy is also attached hereto for your convenience.**



Application Form.doc



**2. Interested AEFM, EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF-612 (Application for Federal Employment). A copy is also attached hereto for your convenience.**



OF-612.doc

**Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.**

**ONLY complete and up-to-date application form with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime. CV's with any other documents (e.g. certificates, awards, copies of degrees earned) will not be accepted in lieu of the Application Form.**

**SUBMIT APPLICATION TO:**

**Human Resources Office**

**Attention: HRO**

**Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212**

**POINT OF CONTACT:**

**Human Resources Assistant**

Telephone # 885-5500, Ext: 2521

Fax # 9887825

**DEFINITIONS:**

**1. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM.**



**2.** AEFM: A type of EFM that is eligible for direct hire employment on either Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen spouse or child
- On travel orders
- 18 years of age
- Residing @ post
- Does not receive a USG annuity or pension

**3.** Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners, parents, other relatives, or adult children who fall outside the department's current legal and statutory definition of EFM.

**NOTE:** *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."*

***The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***

Cleared by:

HRO: PAO: FMO: A/MGT/C